

JOB DESCRIPTION

Adams County, Wisconsin

JOB TITLE: Assistant to Administrative Coordinator/Director of Finance
STATUS: Non-exempt
DEPARTMENT: Administration
SUPERVISOR: Administrative Coordinator/Director of Finance

GENERAL DESCRIPTION:

Responsible for confidential and fiscal support to the County Administrative Coordinator/Director of Finance including complex work problems and situations requiring thorough familiarity with the operations of the County, and a variety of complex accounting, auditing and financial management duties in compliance with GASB rules. Assists the Administrative Coordinator/Director of Finance in the development and administration of County budget and audit process. Prepares financial statements, related schedules and reports for the County including year-end closing and coordinating financial transactions.

JOB DUTIES:

The following duties are illustrative, and the person holding this position may be required to perform other duties of a similar nature or otherwise related to the position.

1. Assists County Administrative Coordinator/Director of Finance in developing, analyzing, and preparing the County budget, including the budgeting of all employee wages and benefits and data entry of budget into financial system. Assists in implementing and administering comprehensive budgetary, financial, purchasing, and accounting policies for the County.
2. Develops financial reports, including State and Federal Assistances: Basic Financial Statements, Notes to Basic Financial Statements, Management Discussion and Analysis, monthly financial reports, and reports as requested by Committees, Department Heads, County Board, and the AC/DOF.
3. Coordinates fiscal activities between the county accounting department, county departments, state and federal agencies and contract agencies as they pertain to fiscal matters, reports, schedules and payrolls.
4. Sets up and maintains chart of accounts to ensure compliance with State guidelines and State reporting requirements. Crosswalks accounts for reporting purposes as needed.
5. Performs timely reconciliation of accounts and accounting systems, including cash reconciliation.
6. Acts as system administrator for Financial Accounting Systems (Skyward/SAGE) including setting up users, establishing appropriate security access to maintain system integrity; and setting up access to appropriate accounts.
7. Prepares and compiles data for reports, financial statements, schedules and summaries from the Skyward system with the use of spreadsheets as necessary. Analyzes financial information for reporting purposes.

8. Prepares and/or monitors journal entries for month end and year end closing, ensuring accuracy and ongoing compliance with financial reporting standards, GASB/GAAP and state reporting requirements.
9. Manages the county fixed asset system processes, including adding, depreciating, reporting and reconciling system to financial reports. Maintains County inventory lists including a perpetual inventory of all real and personal property of the County.
10. Coordinates the year end closing, coordinates the annual independent audit and prepares the comprehensive annual financial report.
11. Knowledge of benefits for health insurance, life insurance, FSA/HRA; including census reports, non-discrimination testing, compliance reporting, annual enrollment.
12. Prepares analysis of various county operations as requested, such as costing union negotiations.
13. Composes, edits, transcribes, and disseminates confidential and technical material which may consist of agendas, minutes of meetings, letters, articles, memoranda, forms, reports, and PowerPoint presentations in accordance with standard policies as requested.
14. Performs miscellaneous administrative duties as assigned including assisting in coordinating special projects as requested by the County Administrative Coordinator/Director of Finance
15. Attends meetings as requested by the AC/DOF.
16. Performs back-up duties for Administrative Coordinator/Director of Finance as designated in the policy manual.
17. Performs other related functions and duties as assigned or required.

It is unlikely an employee will perform all the duties listed on a regular basis, nor is the list exhaustive in the sense it covers all the duties that an employee may be required to perform. The examples are merely indicative, not restrictive.

QUALIFICATIONS:

Bachelor's degree in Accounting or Finance; with a minimum of three (3) years experience in governmental accounting, or a combination of education and experience that provides equivalent knowledge, skills, and abilities. Extensive experience with County government operation and GASB/GAAP preferred. This includes but is not limited to the areas of cash management, investment of funds, methods of budgetary development and implementation, internal auditing and controls, purchasing and inventory management, and financial reporting.

Requires the ability to develop and maintain advanced spreadsheets, have experience working with many facets of a fund accounting system, must be proficient with Excel; experience and/or knowledge of Sage Fixed Assets software and Skyward Accounting System preferred.

OTHER SKILLS & ABILITIES

Knowledge of municipal government structure and operation.

Ability to communicate orally and in writing.

Ability to establish and meet work deadlines and maintain high level of productivity despite distraction.

Ability to assemble, organize and present in written form, statistical, financial and factual information derived from a variety of original and secondary sources.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms and stoop, kneel, and crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

Exposure to blood borne pathogens is considered low for this position.

Approved by the Administrative/Finance Committee this 10th day of December, 2010.

	
	
	